

SR & CD

13 December 1968

MEMORANDUM FOR: Director of Security

SUBJECT : Permanent Custodial Responsibilities  
for Security Files

1. It is recommended that the following guidelines be used  
in assigning permanent custodial responsibilities for security files:

a. Custody Assigned to the Office of the Director  
of Security:

- [1] Security files of the President and Vice President of the United States and the current Cabinet officers.
- [2] Security files of the DCI, DDCI, Executive Director/Comptroller, DDS, DDP, DDI and DDS&T.
- [3] Security files of Deputy Directors of Security, Assistant Deputy Directors of Security, OS Staff Chiefs and the secretaries of these officers and security files of their relatives.
- [4] Security files of current/Personnel Security Division employees. Office of the Chief

- [5] Security files of relatives of current/Personnel Security Division employees. Office of the Chief

b. Custody Assigned to the Office of the Chief,  
Personnel Security Division:

- [1] Security files of current Office of Security Office of the Chief employees (except for those assigned to/PSD).

- [2] Security files of former Office of Security employees who have permanently left the Office within the past two years.

- [3] Security files of relatives of current Office of Security employees.
- [4] Security files of relatives of former Office of Security employees who have permanently left the Office within the past two years.
- [5] Security files of Agency employees assigned to denied areas.

c. Custody Assigned to the Security Records and Communications Division:

All files except those noted above and those retired under authorized procedures.

2. It is recommended that if the above guidelines are concurred in and approved by the Officers listed below, they be publicized in an appropriate Office of Security issuance for general distribution.

[Redacted Signature]

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Chief  
Personnel Security Division

CONCUR:

[Redacted Signature]

Chief, Security Records and Communications Division

9 JAN 1969

Date

25X1A9a

[Redacted Signature]

Deputy Director of Security for/Personnel Security

9 JAN 1969

Date

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[Redacted Signature]

Executive Officer

9 JAN 1969

Date

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[Redacted Signature]

Deputy Director of Security

9 JAN 1969

Date

25X1A9a

APPROVED:

[Redacted Signature]

Howard J. Osborn

Director of Security

10 JAN 1969

Date

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